

**DEPARTMENT OF ADMINISTRATIVE SERVICES
INTERNAL POLICIES AND PROCEDURES**

Subject: INCENTIVE AWARDS

Date: August 4, 2008

Ref: DHRM Rule Section R477-6-5
FIACCT 05-03

Purpose:

This policy establishes the parameters by which incentive awards may be awarded within the Department of Administrative Services. The Incentive Award Program is structured to encourage increased productivity and may be used to reward individuals or groups of employees who develop, implement and practice cost-saving measures or demonstrate exceptional effort or accomplishment beyond what is normally expected on the job for a unique event or over a sustained period of time. Incentive awards may be in the form of a cash incentive, non-cash award or merchandise, or administrative leave.

Policy:

1. Employees may be given an cash or non-cash incentive award or administrative leave for the following:
 - a. **Increasing office efficiency.** Improving office processes that are time consuming, repetitive or a burden on the budget.
 - b. **Exemplary performance.** Performance beyond the employee's job duties that requires extra effort and research to produce beneficial results.
 - c. **Exemplary performance on team projects.** A project that requires performance beyond normal expectations. The group must work together as a unit to complete the project and provide results beyond the minimum requirements of the job. Normally this is a one time award, but for especially lengthy projects, may be awarded annually;
 - d. **Exemplary leadership and/or initiative beyond that normally expected in an individual's assignment.** This includes meeting emergency or unusual deadlines and/or a willingness to accept or perform new assignments that are not part of the employee's job duties;
 - e. **Cost savings.** An employee may suggest or implement a procedure or system that will save costs in the Department of Administrative Services or other agencies through more efficient methods, such as changes in personnel resources, workflow,

- physical resources, geographical locations, etc. Reductions in cost must be demonstrable and subject to audit if necessary;
- f. **Value enhancements.** An exceptional idea that can be demonstrated to significantly enhance the value or function of the Department's processes, image or assets owned by the state including physical space or environmental improvements that benefit employees or the public;
 - g. **Public and employee relationships.** When an employee continually exceeds customer expectations by exhibiting responsiveness, reliability, empathy and flexibility. Provides knowledgeable, courteous services that convey trust, competence and confidence, or develops an exceptional idea that leads to improvement in personal and human relationship areas.
- 2. The Executive Director, or the Executive Director's designee, must approve awards in excess of \$500. The executive director has delegated the authority and responsibility to division directors to sign all awards not to exceed \$500. The minimum cash award is \$25. Individual awards shall not exceed the amounts and other parameters established by DHRM Rule Section R477-6-5. Division directors have the responsibility to ensure that incentive award documentation clearly shows that the award was given for a reason in accordance with paragraph two of this policy.
 - 3. All incentive awards must be documented, evaluated and approved per the guidelines established in division policies. A copy of the documentation shall be kept in the individual employee personnel files maintained by the human resource office. Semi-annually, division directors will provide the Executive Director with a report on all incentive awards.
 - 4. Non-cash incentive award programs, as defined in DHRM rules and Division of Finance policies, are authorized in the department. Non-cash awards shall be awarded based on the following:
 - a. Non-cash incentive awards may not include cash equivalents such as gift certificates or tickets for admission;
 - b. An employee may accrue points that can be redeemed for merchandise of their choosing. Awards may be redeemed immediately or can be accumulated to be redeemed for items of a larger point value. DAS will maintain a brochure identifying items from which the employee may choose;
 - c. An employee may accrue up to 200 points per fiscal year. The points must be redeemed by the end of the fiscal year or they will lapse. Employees may redeem up to 50 unused points for a cash equivalent at the end of the fiscal year;
 - d. A nomination may be initiated by any Department employee by completing the attached form. The Division Director must approve the nomination;

- e. Employees who have earned logo items may not give or transfer those items to anyone who did not earn the award.
 - f. Employees of other departments, working on behalf of DAS are eligible to receive non-cash incentive awards, with the consent of their department.
5. The Executive Director has delegated the authority and responsibility to division directors to authorize up to eight consecutive hours per occurrence of administrative leave. No more than 16 hours of administrative leave may be granted in a fiscal year. The Executive Director, or the executive director's designee, must give written approval for awards of administrative leave in excess of eight hours per occurrence. Administrative leave given to all employees by the Governor or Executive Director does not count towards the 16 hours administrative leave available under this policy.
 6. Divisions may establish internal committees to review nominations for incentive awards.
 7. An employee currently on corrective action or who has received a disciplinary action during the past six months is not eligible for an award. Only employees receiving state-paid benefits are eligible for incentive awards and/or administrative leave.
 8. Divisions may allocate a portion of their incentive award budget to provide incentive awards to employees designated as highest or exemplary performers.
 9. Department has established an annual outstanding employee awards program. In January of each year, Divisions may begin to nominate one or more employees, managers or teams in categories announced by the Department. A selection committee, appointed by the Executive Director will review the nominations and make their recommendations for the Department's employees or teams of the year. The individual employees and teams will receive an incentive award during the annual DAS awards ceremony, in an amount determined by the Division Directors. The Department selections will then be nominated in their appropriate categories in the Governor's Excellence Awards.

DAS Quality Award

Awarded to: _____ Award Points: _____

Thank you for:

Signature of person initiating award

Date

Employee Name: _____

EIN: _____

Office: _____

Incentive Points Awarded _____

(Multiples of 5, with minimum of five and maximum of 25)

Item Selected: _____ Size: _____ Color: _____

Division/Office Director

Date

DAS ADMIN use only:

Unit

Approp.

ACT

Logged: _____ Date Paid: _____ Cost: _____

Date Item Taken: _____

Date Item Ordered: _____